

TENDER FOR FOOD VILLAGE CONCESSIONS

Conditions of Tender.

The following conditions of tender shall apply to all Food Village Concessions and shall be deemed to form part of any acceptance and subsequent contract:

1. The Festival site will be divided into
 - the festival field area, the craft market area and the food village area.
2. No food or drink shall be provided outside the food village.
3. The Vendor will be allocated a designated pitch on a first come - first served basis. Occupation of additional areas will incur an additional fee.
4. The Festival Committee will grant to the Vendor a licence to provide the specified concession for the period of the Festival subject to the following conditions:
 - a. To supply items of food and / or drink and other approved ancillary goods of sound and merchantable quality in accordance with a price list (to be attached to the Tender) which shall not be varied without the prior written consent of the Festival Committee.
 - b. At all times to maintain a high standard of hygiene in preparing, handling, serving of food and drink and using equipment in compliance with all statutory and regulatory requirements and to the entire satisfaction of the Festival Health & Safety Manager and the local authority Environmental Health Officer.

Failure to satisfy this condition may result in immediate closure of the Vendors stall(s) without reimbursement.

5. The Vendor shall not assign, sublet or part with the benefit of any subsequent contract or agreement.
6. The Vendor shall obtain at his/her own expense any licences or other permissions necessary in respect of the concession or service to be provided.
7. The Vendor shall arrange adequate insurances and shall indemnify Gwyl Pontardawe Festival Ltd against any liability or loss arising from any injury, loss or damage to any person or property caused by the negligence or default of the Vendor, his servants or agents.
8. The Vendor shall provide copies of his current Food Hygiene Certificate, H&S Risk Assessment, Fire Risk Assessment, Employers Liability Insurances and Public Liability Insurances.
9. The Vendor agrees not to hinder or prevent access to other parts of the site or disturb other activities and to comply at all times with the directions and instructions of the Festival Organiser and or the Festival Safety Manager.
10. The Vendor shall at all times comply with all statutory rules and regulations and shall comply with all codes of practice applicable to his trade or business.
11. The Festival Committee, Gwyl Pontardawe Festival Ltd will not accept delivery or any responsibility for the security of goods delivered, or supplied in respect of the Vendor's service, or loss or damage howsoever caused.
12. The Vendor shall maintain the service and public sections of the Vendor's area in a clean, tidy and orderly state and provide adequate containment for used wrappers, utensils, and separate containment for collecting recyclable empties etc.
13. The Vendor shall provide bi-lingual (Welsh/English) signage where possible. (For translation support at favourable rates contact Iona Herbert at Menter Iaith on 01792 864949, email - menter@micnpt.org .
- 14. The Vendor shall provide reusable / recyclable or bio degradable containers and utensils where possible. Plastic / polystyrene containers are not desirable.**
- 15. It is also essential that the Vendor sell Fairtrade products where possible, e.g. tea, coffee, snacks and fruit... Please help us maintain Pontardawe as a Fairtrade Festival**
16. The Festival and Food Village will be open during the following hours:
Thursday, 1800hrs until 2300hrs. Friday, 1800hrs until 2400hrs. Saturday, 0600hrs until 2400hrs.
Sunday, 0600hrs until 2000hrs.

PLEASE RETURN THIS FORM TO:

Chairman, Gwyl Pontardawe Festival, 44, Swansea Road, Pontardawe, SA8 4AL

FORM OF TENDER

1. Closing date for Tenders is 19 June 2009
2. The successful tenderer will be notified of acceptance, and will be required to make payment within 14 days of the date of notification of deposit (1/4 of tender guarantee). Balance will be payable at the end of the event.
3. Failure to make payment by the due date will revoke the acceptance and the allocation will be offered to the next tenderer.
4. Tenders will be evaluated on the full information requested. Incomplete tenders will not be considered.
5. The Festival Committee does not bind itself to accept the highest or any tender.
6. Notification of Acceptance shall constitute a binding contract.

Services: A single 32 Amp, 240 volts power supply will be provided on a 32A C-Form supply. **Individual or portable generators will not be permitted.** A pressurised water supply will be provided for catering purposes and an area will be provided for depositing grey water. Additional electrical supply is available. Please state your additional requirements on the Tender Form below.

Please submit a *Form of Tender* for each concession required:

Form of Tender	Concession:			
Infrastructure				
Frontage	ft.	Depth	ft.	0.00
<u>Additional</u> electricity supply	() x 32 amp	£100 each		
Subtotal (A)				
Tender / Guarantee				
Anticipated minimum takings (B) Please state amount				
Percentage tendered (C) Please state percentage				
GUARANTEED AMOUNT (D) (B) x (C) = Amount				
TENDER AMOUNT (A+D)				

I / We will be selling Fairtrade products. YES / NO (Delete as appropriate)

In acceptance of the Conditions of Tender, I / we submit the above tender for the specified concession within the Gwyl Pontardawe 2008 Pontardawe Festival

Signed (Authorised signatory): Date:

For (Business Name & Address):

..... Mobile:

Please attach all the following: Letterhead , Employers & Public Liability Insurance, Food Hygiene Certificates , Food & Drink Price List , Local Authority Registration Details , H&S Documentation (Risk Assessment , Fire Risk Assessment , Fire , Gas & Electrical test certificates etc). Please ✓ to indicate inclusion.

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